

Darwin R. Barker Library & Museum Association

Board of Trustees Agenda

May 15, 2024

Agenda:

Review of Minutes:

Correspondence:

Treasurer Report: Kitty Crow

Town Representative: Chris Schaeffer

Village Representative: Michelle Twichell

Librarian Report: Graham Tedesco-Blair

Archivist Report: Catherine Oag-Miller

Curator Report: Max Walters

Old Business: roof repair updates

New Business: vote on resolutions

Calendar:

Adjournment:

Darwin R. Barker Library & Museum Association

Board of Trustees Meeting Minutes

April 17, 2024

Members Present: Graham Tedesco-Blair, Max Walters, Catherine Oag-Miller, Pat Stokes, Jon Weekly, Jeff Adams, Linda Prechtel, Kitty Crow, Margaret Gray, Kathy Petersen, Mark Twichell

Village Representative: Michelle Twichell

Town Representative: absent

Review of Minutes: accepted

Correspondence: none

Treasurer Report: Kitty: Amy at BLB has tweaked reports per Kitty's request (p 5&7 totals). Large endowments have been received & are stored in savings account .

Jeff: follow up with former trustee president Peter Clark re list of depreciating assets used in BLB beginning balance. Also check with Johnson-Mackowiak for that info.

Amy will need info from Graham for financial report in order to provide 1 week earlier

Budget is under so far (labor & utilities). Money for monthly bills should stay in checking account.

Librarian Report: Review of written report accepted. Wendy Lasch has given her retirement notice.

Archivist Report: review of written report accepted.

Megan Disbro from CCLS visited to see the new scanner. She's interested in beginning a mobile memory unit for our county.

Curator Report: review of written report accepted. DRB will join the Chamber of Commerce to help with PR.

Village Representative: Graham has notified the village that the roof is still leaking. Tom Hawk is unable to handle this job. Graham has called Scott Marsh at the DPW & received no response.

Town Representative: Chris arrived late, no news from the town.

Old Business: finance committee met on 3/22 with Rick Johnson to discuss the 2 large gifts received. Rick advises using Jason at Courier Capital instead of NCCF, & advises keeping the Gens gift separate. Kitty will do a cost comparison. Graham, Max, & Catherine will come up with wish lists for possible use of gifts.

Max: Gugino will be installing new heat pump (both Heat & AC) before summer

Morris Miller: Peter Clark may represent DRB in the effort to move Miller to NCCF from Wilmington Trust. Graham will meet with Diane Hannum to continue NCCF exploration & follow-up.

The finance committee will meet again soon.

New Business: a work party will be scheduled within the next month to do some painting & clean-up.

The Fire Chief has been doing inspections – be aware & ready

Mark: a historic piece of Village Hall has fallen off & needs repair

Kitty: we don't all need hard copies of reports

Calendar: next meeting May 15 4pm

Adjournment:

Minutes submitted by Kathy Petersen, sec'y.

Darwin R. Barker Library and Museum Association Board of Directors Resolution of:
Creation of New Investment Fund with Gift Received from Estate of Dr. Betty Jacka

Whereas, we being the directors of this Association consent and agree that the following resolution was made on May 15, 2024.

Whereas, we do hereby consent to the adoption of the following:

To create a new investment fund using the gift received from the estate of Dr. Betty Jacka. This new fund will provide a sustainable income for the Association that will allow for future expanded hours of operation, enhanced employee salaries and benefits and for general operating expense costs.

Therefore, it is further resolved to authorize this new fund to be set up and administered through Courier Capital in the same manner as our existing fund.

NOW THEREFORE, BE IT RESOLVED that the Board of Directors of the Darwin R. Barker Library and Museum Association are hereby authorized to enact the above mentioned actions.

Approved on: _____

Board Chair

Names of Directors as follows:

- 1. Jeffrey Adams – President _____
- 2. Linda Prechl – Vice-President _____
- 3. Kathy Peterson – Secretary _____
- 4. Kitty Crowe – Treasurer _____
- 5. David Dengler _____
- 6. Jon Weekly _____
- 7. Mark Twichell _____
- 8. Patrick Stokes _____
- 9. Margaret Gray _____

Certified this day _____

By: _____ Secretary

Darwin R. Barker Library and Museum Association Board of Directors Resolution of:
Utilization of Gift Received from Estate of Patricia Gens

Whereas, we being the directors of this Association consent and agree that the following resolution was made on May 15, 2024.

Whereas, we do hereby consent to the adoption of the following:

To create a new investment fund using the gift received from the estate of Patricia Gens.

Therefore, it is further resolved to authorize this gift to be utilized in the following manner:

- A. To utilize up to 50% of gift received towards a spending plan that provides the Library and Museum the financial means to purchase new equipment, materials, perform repairs or other needs necessary to enhance their areas of operation. A documented list of identified items is to be developed and utilized as a guide.
- B. To deposit 50% or the remainder of the gift into an approved savings account for future operational purposes.

NOW THEREFORE, BE IT RESOLVED that the Board of Directors of the Darwin R. Barker Library and Museum Association hereby authorized to enact the above mentioned actions.

Approved on: _____

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- 7. Mark Twichell _____
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- 9. Margaret Gray _____

Certified this day _____

By: _____ Secretary

Darwin R. Barker Library and Museum Association Board of Directors Resolution of:
Authorization to Transfer Morris Miller Trust Fund from Wilmington Trust / M & T Bank to the
Northern Chautauqua Community Foundation

Whereas, we being the directors of this Association consent and agree that the following resolution was made on May 15, 2024.

Whereas, we do hereby consent to the adoption of the following:

To transfer the financial assets and stewardship of the Morris Miller Trust Fund currently administered by Wilmington Trust/M & T Bank to the Northern Chautauqua Community Foundation (NCCF).

Therefore, it is further resolved to authorize NCCF to:

- A. To provide all of the legal guidance necessary to support this effort and that this legal guidance will be at the full expense of NCCF with no cost incurrence to the Darwin R. Barker Library & Museum Association.
- B. To create and administer a trust fund that will provide a financial yield of similar or improved monthly distribution as had been received previously from Wilmington Trust.

It is understood that the completion of this fund transfer would result in an estimated savings of \$30,000.00 per year in handling fees, an improvement in the timeliness for the receipt of documentation required for the filing of our annual report and in the overall communication process.

NOW THEREFORE, BE IT RESOLVED that the Board of Directors of the Darwin R. Barker Library and Museum Association hereby authorized to enact the above mentioned actions.

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Darwin R. Barker Library & Museum Association

Board Meeting

May 15th, 2024

Library Report

Art Reception – Penelope Williams-Yaqub & Sarah Baker Michalak – 48 attendees at gala – this month’s art show features the collages and painting of Ms. Michalak and the crucibles of Mrs. Williams-Yaqub.

Plant Swap – June 8th – Our annual plant swap and exchange is coming up next month. It’s always an exciting day of nature and horticulture, with our local green thumbs gathering to meet

Getting Started with Canva Class – May 10th – Libbey’s computer class this month was about learning to use the design software Canva, a very versatile and flexible package which makes making signs, brochures, fliers, and much more super easy!

Mindy Nichols Wendell Author Visit – May 4th – Ms. Nichols honored our book club with her attendance, discussing her novel *Light and Air*, the story of a young girl and her mother learning to live with tuberculosis at a special hospital, with both our usual attendees and some new folks who were eager to meet her.

Oral History Workshop – April 10th – Kay’s much requested Oral History program had another session, which lead to another presentation with the Sheridan Historical Society.

Tree School Part 2 – April 13th – 4 attendees – this month’s tree workshop was all about conifers, and included a walk through Forest Hill Cemetery for some hands on learning!

Joan Wahl Author Talk – April 27th – 11 attendees – local author was in to discuss her first novel, *Summer Love in Music City*, a romance about a country music star meeting his match. Visitors enjoyed learning about her process, her inspiration, and how she balanced writing with a career.

Donation’s box: \$40 for April

Door Count 3,049 in 2024 vs 2,535 in 2023 and 1,835 in 2022

April 2024 Programming Stats

CHILDREN

Storytime Sessions: 9

Storytime Attendance

Kids 60

Adults 41

ABCD visit 4/26

Kids 8

Adults 2

Master Builders

Sessions: 1

Attendance: Kids 3

Adults 1

Bunnies in Baskets 4/5

Kids 23

Adults 20

Pre-K Visit 4/25

Kids 11

Adults 5

Children's Room:

18 eclipse craft bags given
away

23 mailbox Earth Day
responses

ADULTS

Book Signing 4/27

11 attendees

Tree Workshop 4/13

4 attendees

Computer programs

Training: 2 sessions, 2
attendees

Individual tutoring: 12
participants

Darwin R. Barker Library & Museum Association

Board Meeting

May 15th, 2024

Archivist's Report

Grape Belt Digital Collection

- Items Catalogued = 728
- Items Online = 294

Collections

- Ellis-Rowley, Mario Serio, and Village Papers Collections are ongoing.

Home Locations

- 71 new archival accessions were cataloged into Past Perfect and housed in their respective collections.

Outreach

- Worked on planning, signage, and promotion for our participation in the Fredonia Farmer's Market beginning May 18th.

Professional Development

- Attended a Basic Salvage Techniques workshop hosted by DHPSNY at SUNY Fredonia. It focused on emergency response and triage of archival collections in the event of water damage.

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Curator's Report

Collections

- Digitization project for 161 oversize photos from the photograph collection has been completed.
- Project to digitize all Oral Histories on cassette has been completed. There remain eleven lectures to be digitized with the target completion date of May 18th.

Exhibits

- *Fredonia UnCensored: The History of the Local Press* opened on Saturday, April 27 with an open house from 1-7PM and to members only on April 26. Visitation for the members only event was 52.
- Exhibit featuring the history of music in Fredonia will be featured and co-curated with staff at SUNY Fredonia's Reed Library Archives & Special Collections in June.

Building

- Tom Hawk repaired the fascia on the east exterior of the Belden gallery (the section of the building facing the M&T drive-through) on May 6, 2024.

Monthly Statistics

- Visitation in April: 80

